DCO Rehire

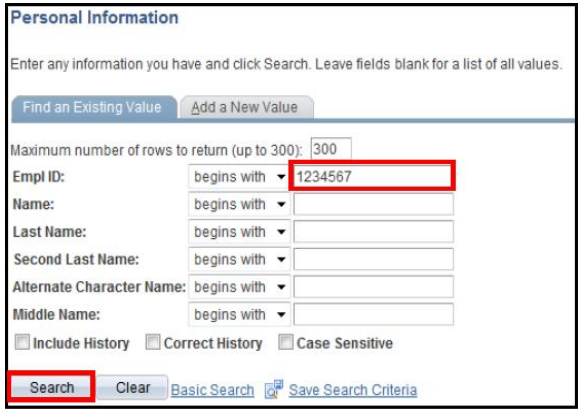|	
Introduction	This section provides the procedure for completing the accession of a direct commission officer (DCO) with prior service.

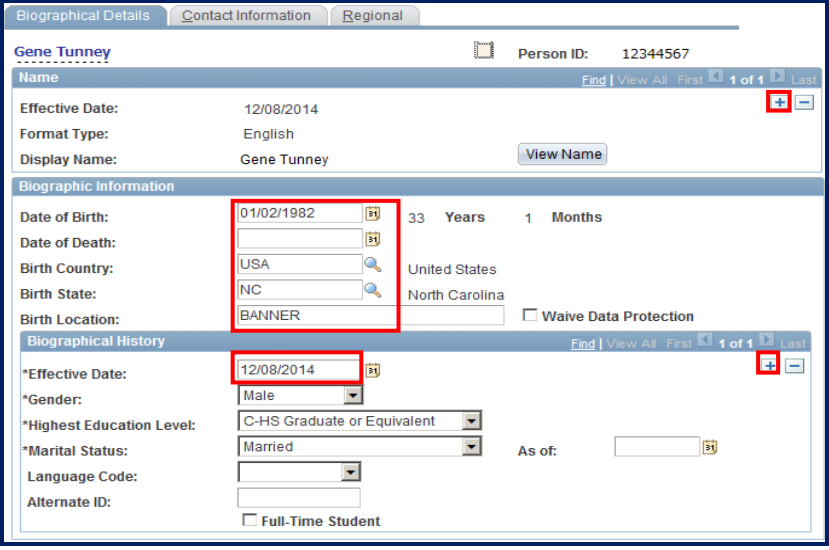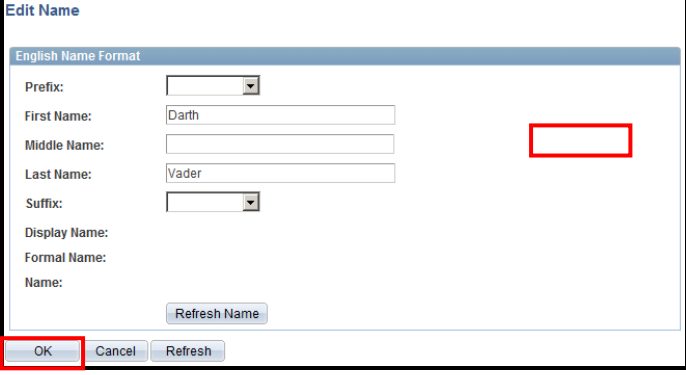|	
Procedural Warning	The screen shots in this guide reflect a hire directly onto active duty. If you are Rehiring someone into the Reserve component pay careful attention to the notes contained within pertaining to a Reserve Specific situation. Remember: **Rehires** are for members **possessing an EMPLID**.

Procedure	Follow these steps to complete the accession of a DCO.

Step	Action
1	**HR Data Shortcuts** Personal Information Job Data Dependent Information Search by SSN Email Address Add Employment Instance From the Portal Page, select **Personal Information** from the HR Data Shortcuts pagelet. **Important note about navigation problems:** Should the pagelet not be available , you may utilize the **Enterprise Menu** and use the following navigation path: **Workforce Administration/Personal Information/Modify a Person**
2	**Personal Information** Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Add a New Value Maximum number of rows to return (up to 300): 300 Empl ID: begins with ▼ 1234567 Name: begins with ▼ Last Name: begins with ▼ Second Last Name: begins with ▼ Alternate Character Name: begins with ▼ Middle Name: begins with ▼ ☐ Include History ☐ Correct History ☐ Case Sensitive Search Clear Basic Search Save Search Criteria

DCO Rehire, Continued

Procedure **(continued)**

Step	Action
3	**You must scroll to the bottom and click** **Correct History before attempting the Rehire.** Informational blocks will default to previously entered data. **You must click on the plus (+) to update the file to <u>newly assessed date</u> both under <u>Name</u> and under <u>Biographical History</u> (adjust date as necessary).** Note: **<u>should neither the Birth State nor Birth Location populate, you must enter the correct information</u>** (these blocks must be populated or the approving authority will receive an error and <u>not be able to approve</u>).
4	 Enter member's complete name, when completed click the **OK** button. **This is typically done when the member has changed his/her name.** You will return to the Biographical Details Tab.

DCO Rehire, Continued
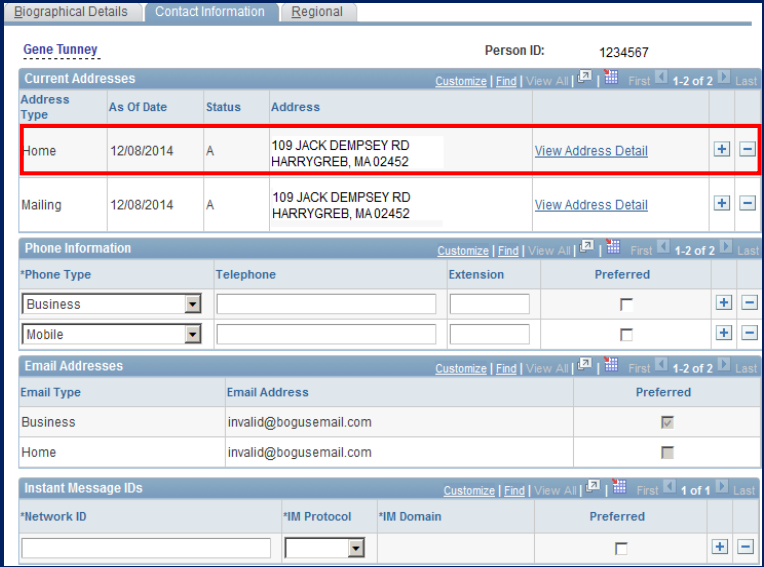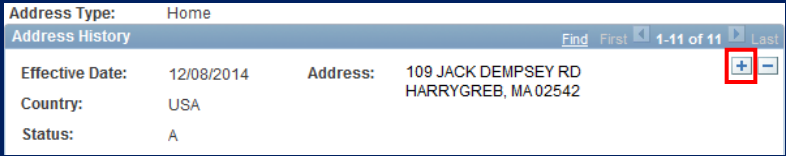
Procedure **(continued)**

Step	Action
5	

The Effective Date defaults to the current date. It may be edited to reflect the actual hire date. It cannot currently be future dated.

- Date of Birth: Enter the member's date of birth.
- Birth Country: Defaults to USA, if incorrect, select the lookup and select the correct Birth Country. If selecting other than USA, other fields may be displayed.
- Birth Location: City/Town of birth.
- Gender: Click the dropdown and select appropriate gender.
- Highest Education Level: Click the dropdown and select education level.
- Marital Status: Click the dropdown and select applicable status.
- Language Code: Click the dropdown and select English.

When completed, select the **Contact Information Tab**.

DCO Rehire, Continued

Procedure (continued)

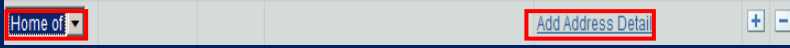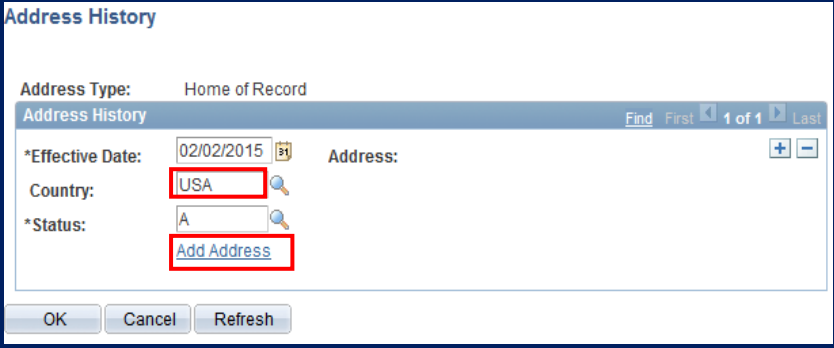| Step	Action
6	 The system defaults the first address as Home and the As Of Date is the date of hire. Select the **View Address Detail** link.
7	 The effective date defaults to the current date and may be edited to reflect the correct date of hire. Click the + sign to begin updating the address

DCO Rehire, Continued
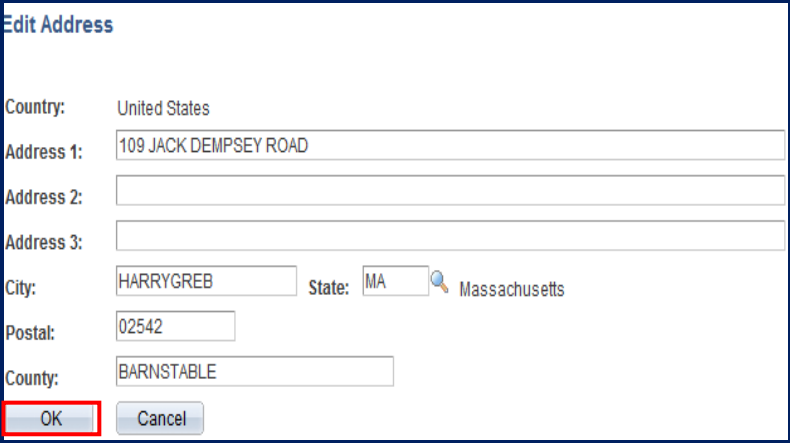
Procedure **(continued)**

Step	Action
8	**Address Type:** Home **Address History** Find First 1-12 of 12 Last ***Effective Date:** 02/02/2015 **Address:** 109 JACK DEMPDEY RD **Country:** USA HARRYGREB, MA 02542 ***Status:** A Add Address Effective date will be today's date (change if necessary) Ensure a Country code is entered Now, select Add Address to edit/change the address This brings up the Edit Address block
9	**Edit Address** **Country:** United States **Address 1:** **Address 2:** **Address 3:** **City:** **State:** **Postal:** **County:** OK Cancel You may now overwrite the address blocks Do not use Address blocks 2 or 3.

DCO Rehire, Continued
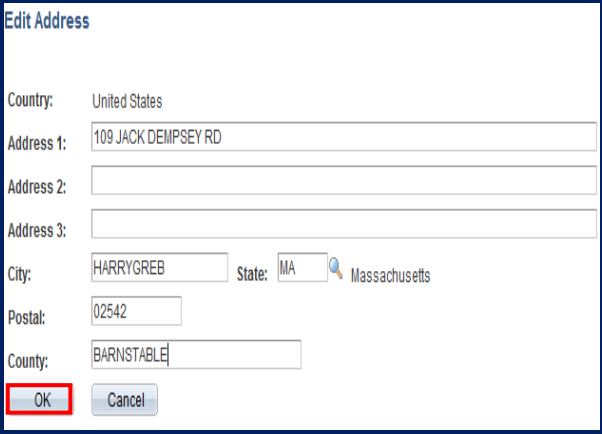
Procedure **(continued)**

Step	Action
10	The address will display as entered. Select the **OK** button.
11	The Home address has been recorded. Click the "+" to add a Home of Record address.
12	The Home of Record often does not appear during a Rehire. Click the Address Type drop down and select **Home of Record**. Then click the **Add Address Detail** link.
13	Ensure a country code is entered. Click the Add Address link.

DCO Rehire, Continued
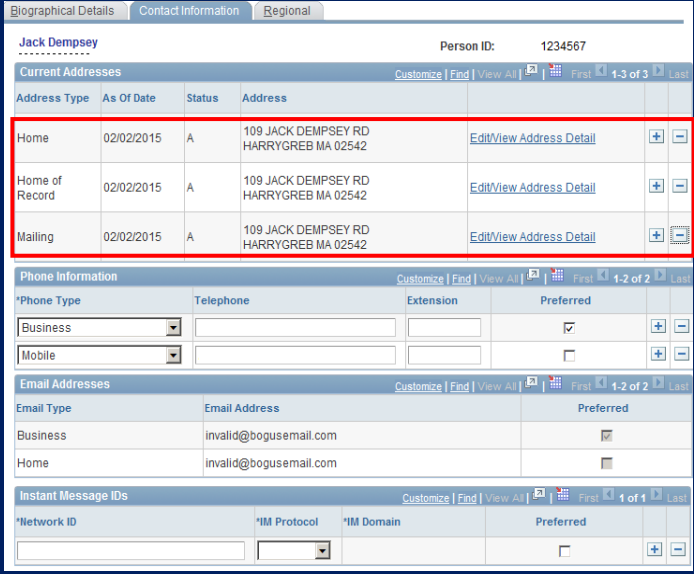
Procedure **(continued)**

Step	Action
14	Enter Home of Record Address. Address line 2 and 3 are not used. When completed, click the **OK** button.
15	The Home of Record address will be listed as entered. Click the **OK** button.
16	Click the "+" and repeat steps 10, 11 and 12 to enter a Mailing address.

DCO Rehire, Continued
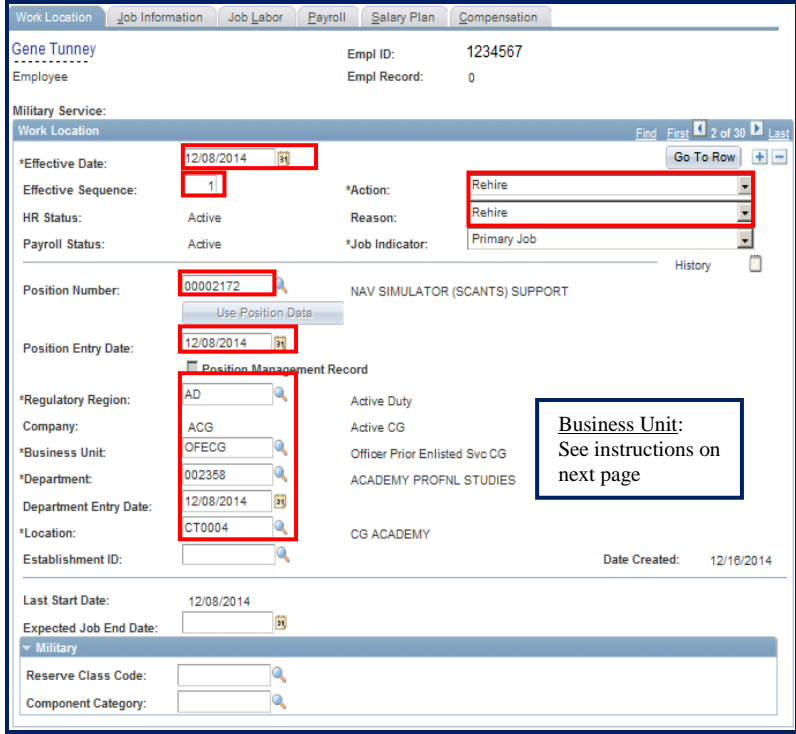
Procedure **(continued)**

Step	Action
17	When done, the addresses will display as above. The Phone Information, Email Address and Instant Message IDs are left blank. Select the **Regional** Tab.
18	Click the Ethnic Group lookup and select the appropriate category. All other data fields are left blank. Note: It may be necessary to set the Regulatory Region to USA to allow the Ethnic Group drop-down to populate. Note: After selecting the member's self-identified primary Ethnic Group, click the plus sign and select Hispanic or non-Hispanic. Should the member identify with several ethnic groups, they may be entered in the same manner.

DCO Rehire, Continued
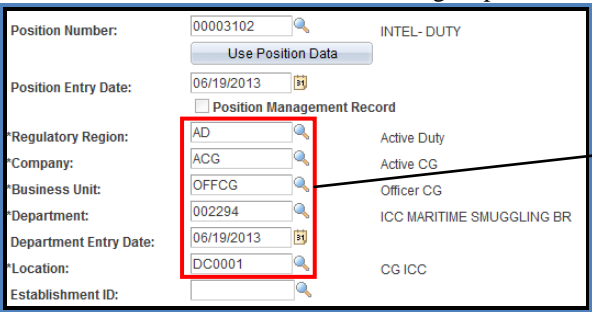
Procedure **(continued)**

Step	Action
19	Important note: If, for any reason, you do not complete this accession during this session, you may have to use the **Add Employee Instance** link on the HR Data Shortcuts pagelet. Do not use the Add Employee Instance if you have previously entered and saved Job Data. Any edits after initial save should be made using **Modify a Person** or **Job Data** links. Also, if you have not been navigated to this page by the system, you must self-navigate and enter the Employee ID number to access the Job Data platform. All previous Job Data entries will have been imported from the member's prior-service database record. Ensure you are in **Correct History** mode and click on the + sign to create a new job row. The effective date defaults to the current date If accession was immediately preceded by a discharge from the Coast Guard (active or reserve component) change the **Effective Sequence** field to the next number (e.g. change "0" to "1") because the discharge has already created a new row in Job Data with the same effective date. Follow the instructions on the next page to adjust this tab's information.

DCO Rehire, Continued
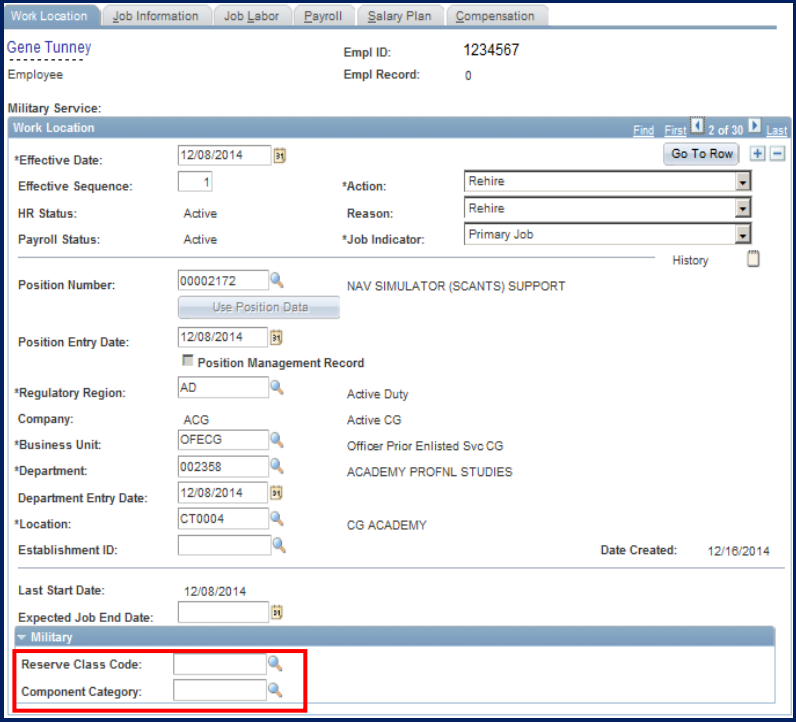
Procedure (continued)

Step	Action
19 cont.	Reason: Click the drop down and select Rehire. Enter the appropriate Position Number that is provided by the order issuing authority with the accession authorization. In this example we use 00002172. You may click on the lookup button to search for other position numbers. Position Entry Date: Date of Hire. Click the **Override Position Data** button. The Regulatory Region, Company, Business Unit, Department, Department Entry Date and Location information will default to the data identified with the position number entered. You may need to change data depending on the type accession you are completing. • Regulatory Region: AD – If reserve commission, click the lookup icon and select the appropriate region (IRR/SELRES). • Company: ACG • Business Unit: OFFCG or click the lookup icon and select OFECG for an officer who may qualify for Special Rate of Basic Pay (O1E, O2E or O3E), See Pay manual Chapter 2.A.10. • Department: Enter the department number for member as authorized by the accession authority. • Department Entry Date: Date of (Re) Hire • Location: Default with data matching Department entered. If you are completing an accession of an officer who qualifies for Special Rate of Basic pay, set the **Business Unit** field to "OFECG" (Officer Prior Enlisted Service CG), acknowledge the warning message regarding the Job Code field (Click OK to dismiss). Set the **Job Code** field on the Job Information tab (Step 20) to the code corresponding to ENS, LTJG or LT. Ensure the pay grade (01E, 02E or 03E) is set correctly on the Salary Plan tab (Step 25). Immediately submit a PPC Customer Care Help Ticket notifying PPC you have accessed a member eligible for Special Rate of Basic Pay.

Continued on next page

10

DCO Rehire, Continued

Procedure **(continued)**

Step	Action
19 cont.	 If this is a Reserve Commission, you will need to select the appropriate Reserve Classification Code describing the officer's military obligation (e.g. "*Inact Du Officer w/in 8 yr obl*" for an officer with no prior, or less than 8 years prior, service or "*w/Svc Oblig not in another Clas*" for a prior service officer). Click on the **Job Information Tab**.

DCO Rehire, Continued

Procedure **(continued)**

Step	Action
20	Job Code: Will default with data applicable to Position Number entered or it will be blank if you changed the Business Unit field in the previous step. If hiring to different rank or if it is blank, click the lookup icon and select the applicable code. Supervisor ID: Enter the Employee ID for the **CGHRSUP** who will be approving the accession. Employee Class: Click on the drop-down and select the appropriate entry. If a Reserve commission, enter IRR/SELRES as appropriate. Click on the **Job Labor Tab**.

DCO Rehire, Continued

Procedure **(continued)**

Step	Action
21	Labor Agreement: Click on the lookup icon and select **OFF**. Labor Agreement Entry Dt: Will default to date of hire. Select appropriate **Employee Category** For a Reservist, select the appropriate **Employee Subcategory**

DCO Rehire, Continued

Procedure (continued)

Step	Action
22	 Scroll down the page to **Assigned Seniority Dates** and select **View All**.

Procedure **(continued)**

Step	Action
23	 The following data entries are based on an active duty officer with prior service. If a member has prior military service, the **Active Duty Base Date and Pay Base Date will be set as the date of hire**. <u>Do not</u> enter any information in the Reserve data fields <u>if hiring an active duty officer</u>. Only enter dates as indicated. All other fields are blank. • Active duty Base Date: First day of official travel in conjunction with the Extended Active Duty orders or if rehiring without a break in service, use the existing PBD from previous job row. If rehiring with a break in service, use the Oath of Office and a Statement of Creditable Service (SOCS) must be submitted to PPC (ADV). Any necessary adjustments will take place via the SOCS process (see Email ALSPO b/15) • AD Pay Scale Date: Date of Oath of Office • Commission Date: Date of Oath of Office • Current Active Duty Date: Date of Oath of Office
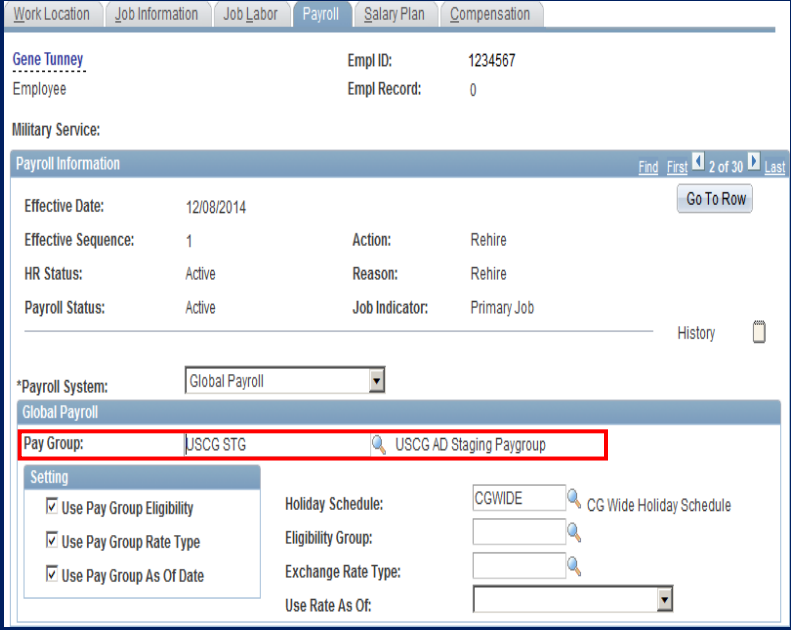
DCO Rehire, Continued

Step	Action
23 cont.	• DIEMS Date: Date initial entry military service (any component) • Expected AD Term Date: 30 years from Oath or day before 60th date of birth (for a Reserve commission leave blank) • Expected Loss Date: 30 years from Oath or day before 60th date of birth. If prior Officer service (non Warrant Officer), loss date will be less any prior commission time served in any branch or component. • Job Family Entry Date: Date of Oath of Office • Mil Obligation Completion date: 8 years from original DIEMS date (minus 1 day) unless prior discharge authorized under an approved program (i.e. VOLSEP) • Pay Allowance Date: Date Oath of Office • Pay Base Date: Date Oath of Office or if rehiring without break in service use the existing PBD from previous job row. If rehiring with a break in service, use the Date of Oath of Office and a Statement of Creditable Service (SOCS) request must be sent to PPC (ADV). Any necessary adjustments will take place via the SOCS process (see email ALSPO B/15). • Date of Rank: Date of Oath of Office • Reserve Fields: • Reserve Anniversary Date: Date of Oath of Office • RSV Eligibility Date: Date of Oath of Office • RSV Initiation Date: Date of Oath of Office Click on the **Payroll** Tab.

DCO Rehire, Continued

Procedure **(continued)**

Step	Action
24	 The **Pay Group** should default to USCG STG. If not, click on the lookup icon and select USCG STG. Click on the **Salary Plan** Tab.

DCO Rehire, Continued

Step	Action
25	 Salary Admin Plan: Should default to **OFF** or **OFE** for an officer with more than four years prior enlisted service. Correct, if necessary. Grade: Defaults to Pay Grade based on Job Code entered on the Job Information Tab. If member is being accessed at a different grade, click the lookup icon and select the appropriate Grade. In this example O1E based on the Job Code. Step: The step corresponds to a member's longivity for pay purposes. Click on the Step lookup icon and select the appropriate step. In this example 14 = more than 14 years of military service, **then Tab**. Step Entry Date: <u>Will default to date of Hire</u>. Click on the **Compensation** Tab.

DCO Rehire, Continued

Procedure (continued)

Step	Action
26	 Click on the **Default Pay Components** button. This will automatically update the **Compensation Rate** data. Click the **Employment Data** link.

DCO Rehire, Continued

Procedure **(continued)**

Step	Action
27	

There are **no entries** to be made on this page.
Note: <u>Do not</u> enter **Term of Enlistment** here; this is now down in **Contract Data**.

Click the **Benefits Program Participation** link.

DCO Rehire, Continued

Procedure (continued)

Step	Action
28	Ensure Benefits System reads **Base Benefits** Benefit Program: Click the lookup icon and select **ACG**. Effective Date: If you are completing the Job Data AFTER the effective date of hire, you need to change the date to the date of hire. Click the **Job Data** link.

DCO Rehire, Continued

Procedure **(continued)**

Step	Action
29	
	Click the **SAVE** button.

DCO Rehire, Continued

Procedure **(continued)**

Step	Action
30	You will receive several "Warning" messages: Head Count – Click the OK button. Hourly Rate – Click the OK button.

DCO Rehire, Continued

Procedure **(continued)**

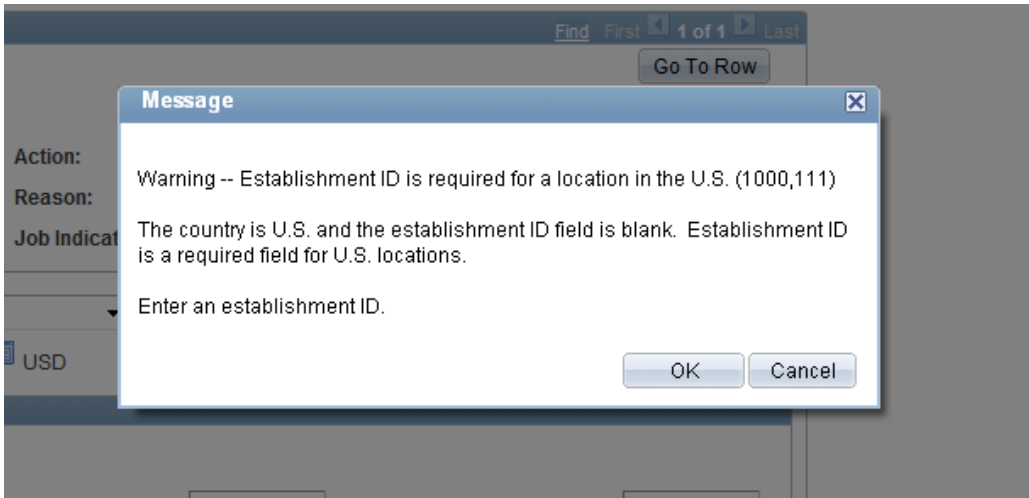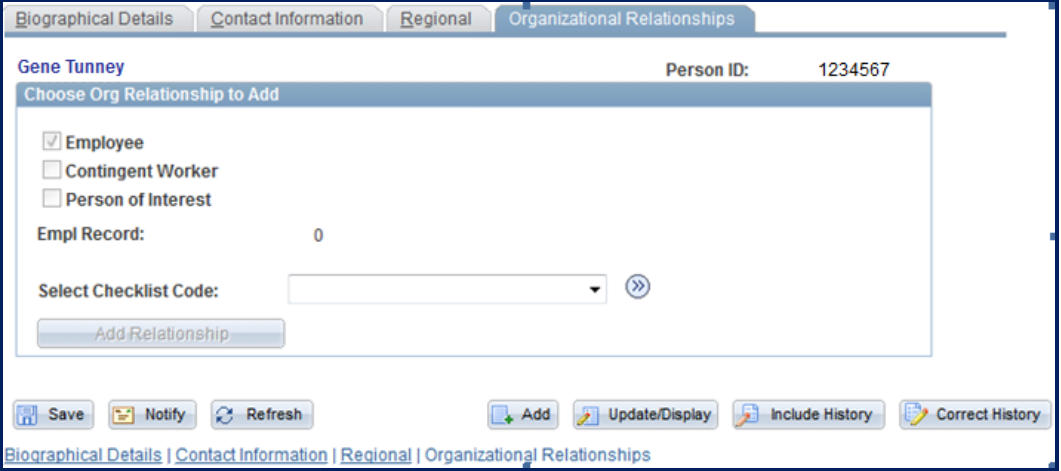| Step	Action
30 cont.	Establishment ID Click the OK button.

DCO Rehire, Continued

Procedure **(continued)**

Step	Action
31	After a successful Save you should be returned to the Organizational Relationships Tab. Biographical Details Contact Information Regional **Organizational Relationships** **Gene Tunney** Person ID: 1234567 **Choose Org Relationship to Add** ☑ Employee ☐ Contingent Worker ☐ Person of Interest **Empl Record:** 0 **Select Checklist Code:** [_____ ▼] ⊗ Add Relationship 🖫 Save 🖃 Notify ♺ Refresh ➕ Add 🗐 Update/Display 🗐 Include History 🗐 Correct History Biographical Details | Contact Information | Regional | Organizational Relationships The accession is now ready for review and approval (see next page). If you are not navigated to this page, ensure the HRSUP has received the Accession for approval. If so, it is ready for approval. <u>The HRSUP should check relevant information</u> (**see note below**) to ensure the Accession information is correct.

Note: For specific information with respect to processes and entitlements, please visit our DA website at:

http://www.uscg.mil/ppc/gp/

You may wish to make liaison with the DEERS representative to ensure information is passed to the DMDC.

Accession Approval
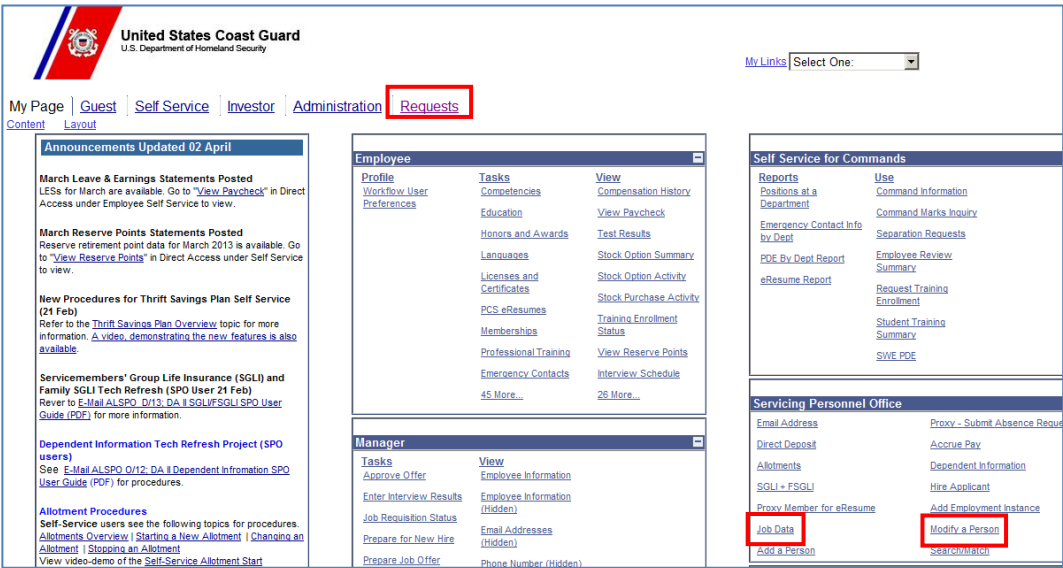
Introduction   This section provides the procedure for approving an accession.

Discussion   SPO Auditor/PAO user access is required to approve an accession. The approver cannot be the same person who entered the accession.

Procedure   Follow these steps to approve an accession.

Step	Action
1	 **As approver you should <u>review/audit</u> the accession process <u>prior to approval</u>.** From the Portal Page you click the **Modify a Person** and **Job Data** links for review/audit. Once you have completed review, follow the procedures below for approval. From the Portal Page, select **Requests** located at the top of the page.

Accession Approval, Continued

Procedure **(continued)**

Step	Action
2	 Click the **View My Requests (all types)** link.

Accession Approval, Continued

Procedure **(continued)**

Step	Action
3	**View My Action Requests** Sylvester Cat 1. 'My Submitted Requests' allows member to bring up only their Action Requests. 2. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them. 3. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them. 4. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.) 5. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'. 6. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates. ○ My Submitted Requests ◉ Requests I am Approver For ○ All Requests Transaction Name: All Transactions Transaction Status: Pending Submission From Date: Submission To Date: Populate Grid Refresh Select the **Requests I am Approval For** radio button. The Transaction Name and Transaction Status defaults for all pending transactions. You may click the drop down to narrow your search parameters. Click the **Populate Grid** button.

Accession Approval, Continued

Procedure **(continued)**

Step	Action
4	
	A listing of all accessions you have been identified for approval will be displayed.
	Select **Approve/Deny** for the member you are approving.

Accession Approval, Continued

Procedure **(continued)**

Step	Action
5	**Action Request** **Approval/SOD for Accessions** Darth Vader • Review hire data in the Request Information box. • To approve a Hire Request, press the Approve button. • To deny a Hire Request, enter a comment and press the Deny button. A Notification will be sent to the originator. • After a Hire Request has been approved, data will be pushed to DA 8.0. **Request Details** Employee ID: 1234567 **Request Approvers** Approver: 7654321 Sylvester Cat Comment: [Approve] [Deny] **Accessions Hire Approval** ▽ **Delegation Approval Process:Pending** ⊙View/Hide Comments One Approval level **Pending** 🕑 Sylvester Cat Initial Approve Action Request ▽ **Comment History** Mickey Mouse at 05/18/2013 - 2:55 PM View History You can now either Approve or Deny the accession. You may enter any comments for the review by the person who submitted the accession for approval. Select either **Approve** or **Deny.**

Accession Approval, Continued

Procedure **(continued)**

Step	Action
6	**Action Request** **Approval/SOD for Accessions** Darth Vader • Review hire data in the Request Information box. • To approve a Hire Request, press the Approve button. • To deny a Hire Request, enter a comment and press the Deny button. A Notification will be sent to the originator. • After a Hire Request has been approved, data will be pushed to DA 8.0. **Request Details** Employee ID: 1234567 **Request Approvers** Approver: 7654321 Sylvester Cat Comment: [Approve] [Deny] **Accessions Hire Approval** ▽ **Delegation Approval Process:Approved** One Approval level **Approved** ✓ Sylvester Cat Initial Approve Action Request 06/24/13 - 12:39 PM ▽ **Comment History** Mickey Mouse at 05/18/2013 - 2:55 PM View History If Approved, the Approve/Deny buttons will gray out after system saves the approval. You can now click on the "X" at the top of the document to close this page and repeat the process for the next accession.
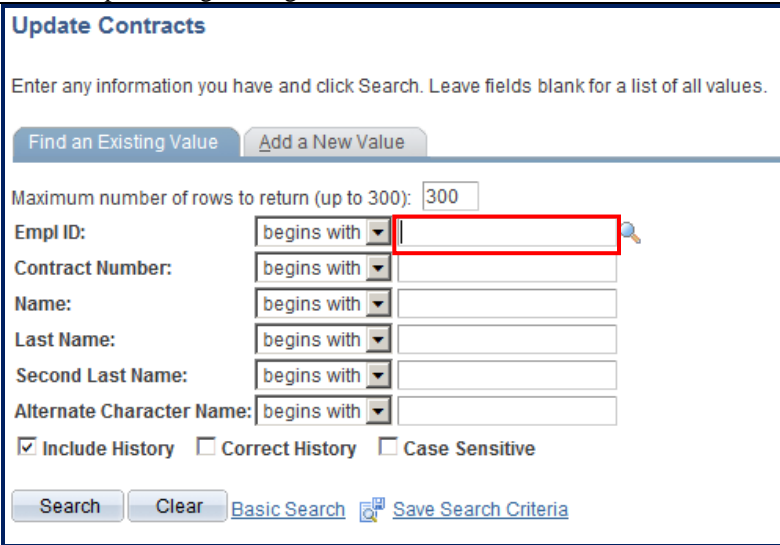
Accessions – Contract Data

Introduction   This section provides the procedure for completing a contract of a Direct Commission Officer (DCO)

Procedure   Follow these steps to approve the contract

Step	Action
1	 From the portal Page, navigate to Contract Data found on the Career Management pagelet
2	 Click on **Add a New Value** **For Rehire**: Use **Find and Existing Value**, locate the latest contract number from Contract Status/Content and pick the **next sequential number** for your **Contract Number**
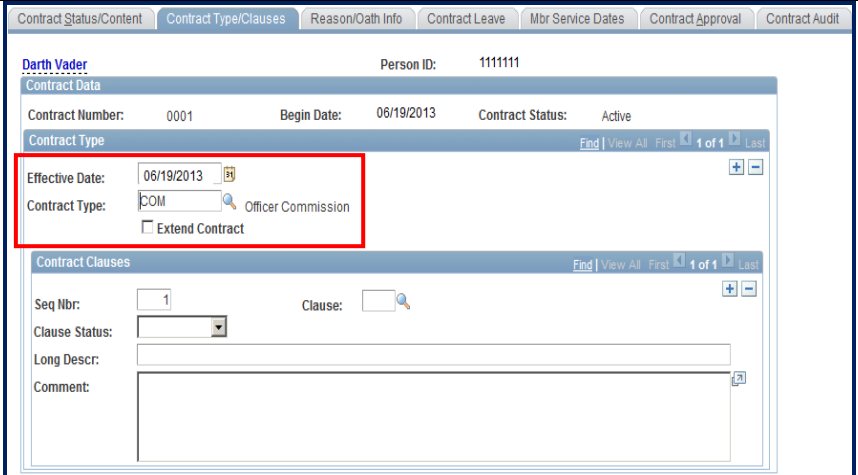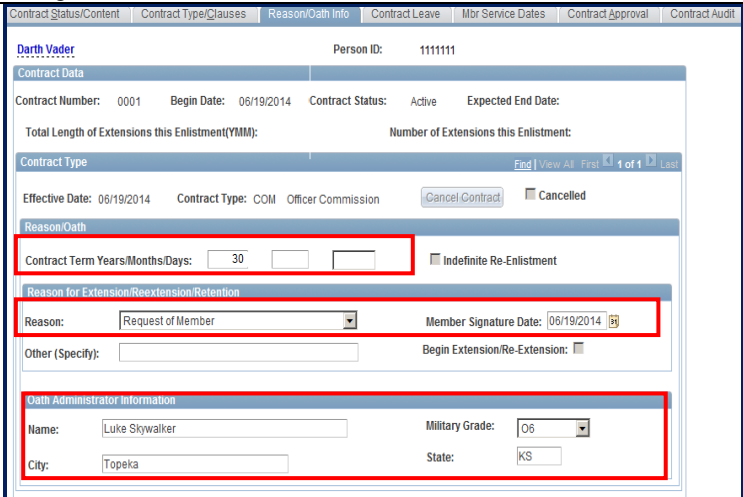
Accessions – Contract Data, Continued

Step	Action
3	 Enter **EMPLID** and **Contract Number** (First contract = 0001) Click **Add** You will be navigated to Contract Status/Content
4	 Contract Status/Content page will appear with Contract Number (in this case 001) Ensure Contract Begin Date is appropriate date Alter Regulatory Region to appropriate region (in this case AD) **A Contract Content statement is required** Navigate to **Contract Type/Clauses**

Accessions – Contract Data, Continued

Step	Action
5	Enter appropriate **Contact Type** from the drop-down Effective date should default correctly Under Contract Clauses you may select **Clause status (optional/required)** and Enter any contractual specific comments Navigate to **Reason/Oath Info**
6	Contract Term Years: Enter the number of whole years of commission minus prior service years: for non-prior service you would enter 30. Enter whole years only (rounded to next highest year). Should you be assessing a member whose contract term years will place them past their 60th birthday, **use the appropriate number of whole years and then submit a Customer Care ticket to PPC to effect adjustment of the Expected AD term and Loss dates.** Select a **Reason** from the drop-down and Select **Member Signature Date** (date contract signed) Add **Name of Oath Administrator** and applicable **Military Grade** and **City/State** using place of initial enlistment (unless a break in service). Navigate to **Contract Leave tab**

Accessions – Contract Data, Continued

Step	Action
7	 Enter any leave to be sold Navigate to Mbr Service Dates
8	 Click **View All** on **Assigned Seniority Dates** Note: these dates should concur with dates set during the ACCESSION process; if not, return to Job Data and <u>verify the dates entered during the ACCESSION process</u> are entered correctly. Navigate to **Contract Approval**

Accessions – Contract Data, Continued

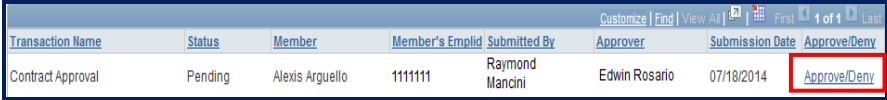| 9	
	Click on **Submit for Approval** and approval will be routed to **Approving SPO**

Contract Approval

Introduction   This section provides the procedure for approving a contract.

Discussion   SPO Auditor/PAO user access is required to approve a contract. The approver cannot be the same person who entered the accession.

Procedure   Follow these steps to approve a contract

Step	Action
1	My Page Self Service Requests Approver should select Requests
2	**Self Service Requests** Submit an Absence Request View My Absence Requests Submit a Delegation Request View My Requests (all types) Submit a Civilian CA Request Submit a Supp CA Reque Submit an Officer CA Request Submit an FSA Request Submit a COLA Unique Request Submit a Drill Request Submit an Advance Pay Request Select View My Requests (all types)
3	○ My Submitted Requests ● Requests I am Approver For ○ All Requests Transaction Name: All Transactions Transaction Status: Pending Submission From Date: Populate Grid Refresh Submission To Date: Select **Requests I am Approver For** and **Populate Grid**
4	Customize | Find | View All | First 1 of 1 Last | Transaction Name	Status	Member	Member's Emplid	Submitted By	Approver	Submission Date	Approve/Deny
Contract Approval	Pending	Alexis Arguello	1111111	Raymond Mancini	Edwin Rosario	07/18/2014	Approve/Deny	 Click on **Approve/Deny**

Contract Approval, Continued

Step	Action
5	**Action Request** **Contract Approval** **Arguello,Alexis Bohorquez** 1. Please verify the contract data and leave disposition information. 2. If Changes are needed, enter details about changes in the Comments field. 3. Click Approve or Deny button **Request Details** **Contract Number:** 0001 **Contract Type:** ENL **Contract Status:** A **Contract Effdt:** 07/17/2014 **Contract Begin Dt:** 07/17/2014 **Expected End Dt:** 07/16/2022 Get Details **Request Information** **Contract Term:** 8 Years **Mbr Signature Date:** 07/17/2014 **Reason:** Request of Member **SRB Entitlement:** **Num Extensions:** 0 **EXT Tour Length:** **Expect AD TermDt:** **Expected Loss Date:** 07/16/2022 **Leave Balance:** 0 **Cumulative Sold:** 0 **Total Leave Sell:** **Comment:** Approve Deny Enter comments and click Approve or Deny Note: selecting Deny returns contract to HRS user
6	**Contract Approval** ▽ **Contract Approval:Approved** **One Level Approval** **Approved** ✔ Edwin C. Rosario SPO Approvers Deptid 07/18/14 - 10:53 AM Contract is approved. Member is fully Accessed into USCG

38